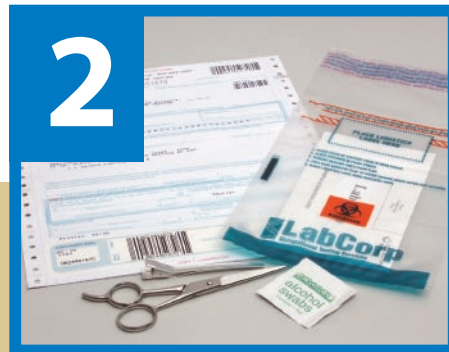


# Hair Drug Test Collection Procedure

*(For workplace testing)*



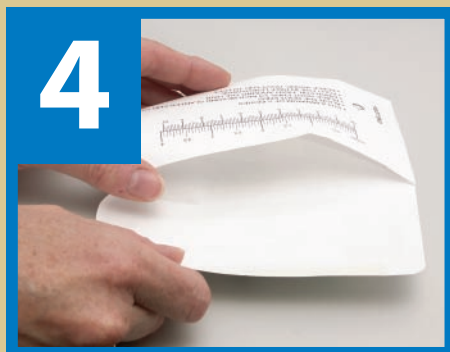
Identify the hair drug testing chain-of-custody form (CCF). Complete Step 1 of CCF.



Allow the donor to select a hair collection kit. Assemble collection supplies: hair clip, scissors, alcohol wipes, cotton gloves or glove liners.



Have the donor to sit. Place a wastebasket nearby. Wipe scissors and hair clip with alcohol in view of the donor.



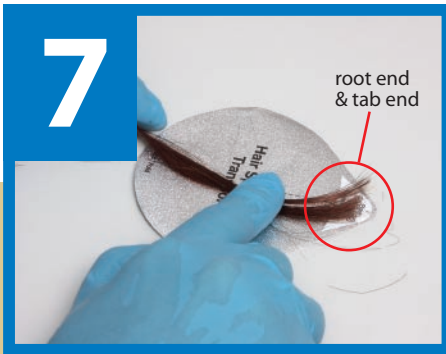
Place the Hair Specimen Pouch where the donor can see that it is empty. Use ruler on pouch to determine hair length. Minimum hair specimen length is 1½ inches.



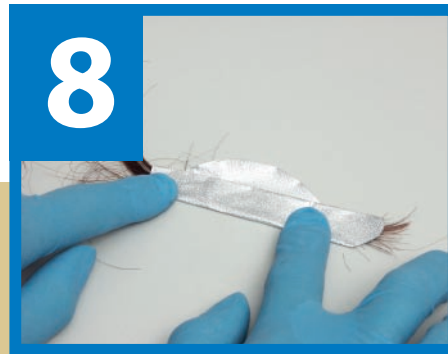
Slide hair clip horizontally under the hair at the crown of the head. Lift a 1 to 2 inch section upwards exposing the base of the hair.



Use your fingers to take the required 90 to 120 strands of hair and gently lift straight out. Slide scissors down hair until they rest flush with scalp. Cut hair as close to the scalp as possible.



Align root ends of hair specimen evenly. Place **root end** of hair against **tab end** of Collection Foil. Pinch tab end of foil over the hair root ends. Keep specimen in full view of donor throughout collection process.



Hold hair specimen straight along the centerfold of the Collection Foil. Fold foil in half and press firmly. Fold foil again lengthwise. Wrap any excess hair loosely around the outside of the foil.



Place hair specimen in Hair Specimen Pouch in view of the donor. Seal pouch with security seal "A" from the CCF. Ensure bar code is visible on one side of pouch for scanning at the lab.



Write date on security seal. Have donor to initial security seal. Complete remainder of CCF. Remove Copy 5 and give to donor.



Place Hair Specimen Pouch in front pocket of plastic bag. Place Copy 1 of the CCF in back pocket of plastic bag. Seal plastic bag and affix Container Seal from the CCF. Distribute remaining copies of CCF as labeled.



Ship hair specimen to testing laboratory as soon as possible; no later than next business day.

**\*For additional assistance, contact LabCorp Occupational Testing Services at 800-833-3984.**

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